

Department of Public Works  
Transportation  
Technical Manual

2023 Edition

# TABLE OF CONTENTS

## Introduction and Legal Authority

### Section I. Title, Authority and Purpose

- I-A Title
- I-B Authority
- I-C Purpose
- I-D Revisions to This Manual
- I-E Definitions

### Section II. General Right-of-Way Design Standards

- II-A County, State, and Federal Permits
- II-B Right-of-Way (Streets) Design and Construction
- II-C Street Lights
- II-D Sidewalks
- II-E Alleys

### Section III. Subdivision Right-of-Way Design and Construction Standards

- III-A Right-of-Way Design and Construction Criteria
- III-B Construction Plans
- III-C Subsoil Investigation for Roadway
- III-D Concrete Curb, Gutter and Sidewalks

### Section IV. Driveways and Access Management

- IV-A General Requirements
- IV-B Prohibited Locations
- IV-C Construction in Right-of-Way
- IV-D Permit
- IV-E Design Standards

### Section V. Additional Provisions

- V-A Sight Distance
- V-B On Street Parking / Loading Zones

# INTRODUCTION AND LEGAL AUTHORITY

This Transportation Technical Manual was revised in its entirety in 2023, and supersedes all other previously adopted Transportation Technical Manuals. This new manual is effective upon adoption.

All preliminary site development plans, preliminary plats, and other development orders, submitted on or subsequent to the effective date of this manual, shall be governed by this Transportation Technical Manual. All projects submitted prior to the effective date shall be governed by the version in effect upon submittal unless the developer voluntarily elects to comply with this manual. Construction plans submitted for review shall include design data and calculations for structures and roadways.

This Manual is intended to be a supplement to the following documents which may be found via the Web:

- (a) National Association of City Traffic Officials (NACTO) Urban Street Design Guide, Current Edition
- (b) National Association of City Traffic Officials (NACTO) Urban Bikeway Design Guide, Current Edition
- (c) National Association of City Traffic Officials (NACTO) Transit Street Design Guide, Current Edition
- (d) Florida Department of Transportation's Manual of Uniform Minimum Standards for Design, Construction and Maintenance (Florida Greenbook), Authority for the Florida Greenbook is established by Chapters 20.23(3)(a), 334.044(10)(a), and 336.045, Florida Statutes, and Rule 14-15.002, Florida Administrative Code. This manual is intended for all projects not on the state and national highway systems.
- (e) Florida Department of Transportation's Flexible Pavement Design Manual
- (f) U.S. Department of Transportation, Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highway, current edition.
- (g) AASHTO - Standard Geometric Design for Highways and Streets, latest edition.
- (h) Florida DOT - Roadway and Traffic Design Standards, latest edition.
- (i) Drainage Design and Construction see City of Tampa Stormwater Technical Standard Manuals for Public or Private Development.
- (j) The FDOT Florida Highway Landscape Guide.
- (k) AASHTO – Roadway Lighting and Design Guide, latest edition.
- (l) FHWA – Roundabouts an Informational Guide, latest edition.

These documents shall be considered the minimum standards for development within the City of Tampa and shall be incorporated into this Transportation Technical Manual as fully adopted herein. However, various City of Tampa Code of Ordinances may provide for alternative design, which may differ from this manual, but fully comply with the intent of this manual.

Any City of Tampa codes and/or ordinances, or other duly adopted regulations (overlay districts, historic or conservation districts, or form-based codes), which contain standards which are more stringent than the minimum standards adopted herein shall govern.

Alternative designs shall be allowed pursuant to adopted City of Tampa code or pursuant to Alternative Design Review Process set forth in Chapter 22.

# SECTION I. TITLE, AUTHORITY AND PURPOSE

## I-A TITLE

This manual shall be known as the City of Tampa Transportation Technical Manual.

## I-B AUTHORITY

This manual has been prepared and adopted pursuant to the authority granted by the following:

City of Tampa Code, Chapter 35, Ordinance #9803-A Chapter 1-77, Florida Statutes (1979) Chapter 335, Florida Statutes (1984).

## I-C PURPOSE

It is essential for the promotion of public health, safety, and welfare, that the design, construction, repair, and maintenance of all streets and public rights-of-way, including sub-grade, paving, drainage systems, sidewalks, and all related infrastructure elements be in accordance with the requirements of this manual and all related ordinances of the City of Tampa.

## I-D REVISIONS TO THIS MANUAL

The Mobility Department Director, or designee, may recommend revisions to the contents of this manual as necessary. In addition, the Director of Mobility Department Director, or designee, may promulgate policies and procedures to implement the provisions of this manual.

## I-E DEFINITIONS

Unless specifically defined herein, please refer to definitions set forth in City of Tampa Code of Ordinances.

## SECTION II GENERAL DESIGN STANDARDS

### II-A COUNTY, STATE, AND FEDERAL PERMITS

The property owner/developer or agent shall acquire all necessary County, State, and Federal permits for the construction of the project. The Engineer of Record shall submit copies of the approved permits to the City when requesting permission to construct road, bridge, and drainage facilities.

### II-B RIGHT-OF-WAY (STREETS) DESIGN AND CONSTRUCTION

Refer to Florida DOT - Standard Specifications for Road and Bridge Construction, latest edition and to Florida DOT – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, latest edition (Florida Green Book). In addition, Construction shall conform to the standard details and specifications available from the Transportation Division and Utility Departments. Copies of the City of Tampa Standard Drawings and Specifications may be obtained through Contract Administration.

- (1) Street right-of-way and pavement widths: Refer to Florida DOT – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, latest edition (Florida Green Book).
  - a. When construction, reconstruction, or an improvement plan includes intersection(s) of two (2) classified roadways, installation of a roundabout in lieu of a signalized intersection should be strongly considered as an appropriate and viable option (refer to FHWA – Roundabouts an Informational Guide, latest edition).
  - b. When construction, reconstruction, or an improvement is planned for a collector or arterial roadway, installation of bicycle lanes should be strongly considered as an appropriate and viable option to promote multiple modes of transportation.
- (2) Traffic control devices: Traffic control devices, as defined in Chapter 22, including but not limited to all necessary signs, signals, and pavement markings, must be designed in accordance with the Manual of Uniform Traffic Control Devices published by the Federal Highway Administration.

On private streets, traffic control devices shall specifically identify the street as "private" as provided for in Chapter 22 and 25, City of Tampa Code.

- (3) Traffic calming: Refer to Florida DOT – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, latest edition (Florida Green Book).

### II-C STREET LIGHTS

Refer to Florida DOT – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, latest edition (Florida Green Book) and AASHTO – Roadway Lighting and Design Guide, latest edition.

## II-D SIDEWALKS

- (1) Chapter 22 Streets and Sidewalks, Section 22-103, of the Tampa Code of Ordinances, governs the process for providing sidewalks in the right of way.
- (2) Design Standards are covered in the Florida Department of Transportation Design Standards and FDOT Specifications for Road and Bridge Construction, latest edition. All sidewalks to be established in a subdivision shall be designed in accordance to the Florida DOT – Manual of Uniform Minimum Standards for Design Construction and Maintenance for Street and Highways (Florida Green Book).

All pedestrian ramps, constructed in new sidewalk or existing sidewalk areas, shall comply with FDOT Roadway and Traffic Design Standards Index No. 304. The Engineer of Record shall specify which ramp detail within Index No. 304 shall be used.

- (3) Standard sidewalk construction shall be a minimum 5 (feet) wide and 4” thick, 3,000 psi concrete (may be greater as per City of Tampa Code of Ordinances), except for driveways and curb ramps where it shall be 6” thick, 3,000 psi concrete, no reinforcement.
- (4) Cross slope of 2% maximum. Inspection is required before and after pouring.

## II-E ALLEYS

Refer to Florida DOT – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, latest edition (Florida Green Book).

# SECTION III. SUBDIVISION RIGHT-OF-WAY DESIGN AND CONSTRUCTION STANDARDS

## III-A RIGHT-OF-WAY DESIGN AND CONSTRUCTION CRITERIA

Refer to Florida DOT - Standard Specifications for Road and Bridge Construction, latest edition and to Florida DOT – Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways, latest edition (Florida Green Book). In addition, Construction shall conform to the standard details and specifications available from the Transportation Division and Utility Departments. Copies of City of Tampa Standard Drawings and Specifications may be obtained through Contract Administration.

- (1) When construction, reconstruction, or an improvement plan includes intersection(s) of two (2) classified roadways, installation of a roundabout in lieu of a signalized intersection should be strongly considered as an appropriate and viable option (refer to FHWA – Roundabouts an Informational Guide, latest edition).
- (2) When construction, reconstruction, or an improvement is planned for a collector or arterial roadway, installation of bicycle lanes should be strongly considered as an appropriate and viable option to promote multiple modes of transportation.

## III-B CONSTRUCTION PLANS

- (1) Construction plans must include, but not be limited to the following:
  - a. Cover Sheet.
  - b. Location/Index Map including north arrow.
  - c. Typical Sections.
  - d. Plan and Profile Sheets to include proposed roadway, right-of-way, drainage, sidewalks, street lights, and all other utilities in plan and profile.
  - e. Cross-Sections at all intersections, and at 50' intervals, for entire length of proposed project, unless otherwise approved by the City.
  - f. Signing, markings, and signal plans, must be included where necessary for final plat approval.
  - g. Standard details of all structures.
  - h. Summary of quantities.
  - i. All calculations required for turn lane storage lengths and tapers (traffic data and design speeds) where necessary.
  - j. All documents must be signed and sealed by the registered engineer.



- k. Radius return profiles for all corners of all intersections within the proposed project.
- (2) Plan revisions:
- a. Any revisions to construction drawings, that have been previously approved, shall be formally resubmitted with a cover letter indicating reason for revision from the Engineer of Record, to the City, for approval prior to commencement of any work pertaining to that revision.
  - b. Administering revisions on construction drawings require that a revision number be assigned and listed in the revision box, provided on the appropriate sheets with the revised item or area clouded with revision number, or in a pyramid type symbol attached to the clouded area.
- (3) Construction inspections (reference stakes): The contractor shall calculate all required information needed to set all survey stakes, such as grade stakes, roadway centerline offset stakes, reference stakes, slope stakes and other reference markers or points necessary to provide line and grade for construction. The staking for all utility installation shall have both horizontal and vertical controls with appropriate offsetting. All baseline-stationing intervals shall be even numbered and not greater than fifty (50) feet apart. Construction Inspection will not conduct any roadway or drainage inspections without seven (7) day written notice, this written notice shall be accompanied with a standard cut-sheet, this request will be at the discretion of the construction inspector. All stakes for line and grade shall be maintained for the duration of the construction project.
- (4) As-builts: As-built construction drawings for all roadways shall be signed and sealed by the engineer of record verifying all roadway centerline elevations and horizontal locations. Also, a verification of all manhole and inlet invert elevations, along with control structure elevations shall be provided. As-built construction drawings for dedicated public roadways shall be signed and sealed by a licensed professional land surveyor to support and certify all survey data. Manhole, inlet, and control structure-invert elevations for the entire project must be clearly noted. All roadway vertical elevations (high points and low points) with horizontal roadway centerline alignment must be clearly noted. As-builts shall be submitted within sixty (60) days of substantial completion of the project.

### III-C SUBSOIL INVESTIGATION FOR ROADWAY

A subsoil investigation report shall be submitted with the road, bridge, and drainage plans and shall include:

- (1) Seasonal high and existing ground water elevation data.
- (2) Soil Boring shall be a minimum of 2.0 feet below the lowest structure or 7.0 feet below finished grade or which ever is greater and spaced at maximum of five hundred (500) foot intervals to determine the soil classification in accordance with AASHTO M 145-73. Additional borings may be made as necessary to determine limits of unsuitable material. Depth and extent of muck areas shall be determined. Handling of unsuitable material shall be determined by the Engineer of Record, subject to the approval of the City Construction Engineer.

### III-D CONCRETE CURB, GUTTER AND SIDEWALKS

- (1) All materials and installation shall conform to the Florida DOT Standard Specifications for Road and Bridge Construction, latest edition, Section 346. All curbing constructed in a dedicated public right-of-way shall be constructed with a 4" inch curb pad made of Asphaltic Concrete Type ABC-3 with a Marshall-1000. Alternative material with appropriate depth can be used with the approval of the Department of Public Works. Densities under the curb pad shall be a minimum of ninety-eight (98) percent modified Proctor for a twelve (12) inch depth. Attached to the asphaltic concrete delivery ticket shall be a FDOT Delivery Sheet. A copy of these tickets shall be given to the City's representative. Refer to Florida DOT Roadway and Traffic Standards and reference the appropriate Standard Index.

# SECTION IV. DRIVEWAYS AND ACCESS MANAGEMENT

## IV-A GENERAL REQUIREMENTS

Refer to Florida DOT – Manual Uniform Minimum Standards for Design Construction and Maintenance for Streets and Highways, latest edition (Florida Green Book) and City of Tampa Code of Ordinances for appropriate driveway location and access management specifications.

## IV-B PROHIBITED LOCATIONS

Driveway flares will not be permitted to encroach into the adjoining property owners extended property line across the City of Tampa public right-of-way. The starting location of a driveway, from the extended property line, shall be a minimum of one (1) foot for residential properties and two (2) feet for commercial and industrial properties. This measurement is taken at the edge of street pavement, from the extension of the property line, dividing one continuous parcel from another.

## IV-C CONSTRUCTION IN RIGHT OF WAY

- (1) Section 22-60 of City of Tampa Code states that it is unlawful for any person to work in City of Tampa right-of-way without a permit from the Department of Public Works. Also, the Department of Public Works may request a performance and warranty/maintenance bond be posted for all work being performed in the public rights-of-way.
- (2) Initial inspection will be made before approved materials are added to rights-of-way. Final inspection is required when construction is completed and right-of-way is restored, pursuant to Chapter 22-60.
- (3) When the City of Tampa removes the curb, gutter and existing driveway, for street improvements such as widening or paving, the City will replace the existing curb, gutter, and driveway with similar ones at no expense to the property owner. If the property owner wants a driveway in a new location or wants to upgrade his existing driveway to City standards, they will have to conform to the requirements in this manual and pay all costs for the new driveway.

## IV-D PERMIT

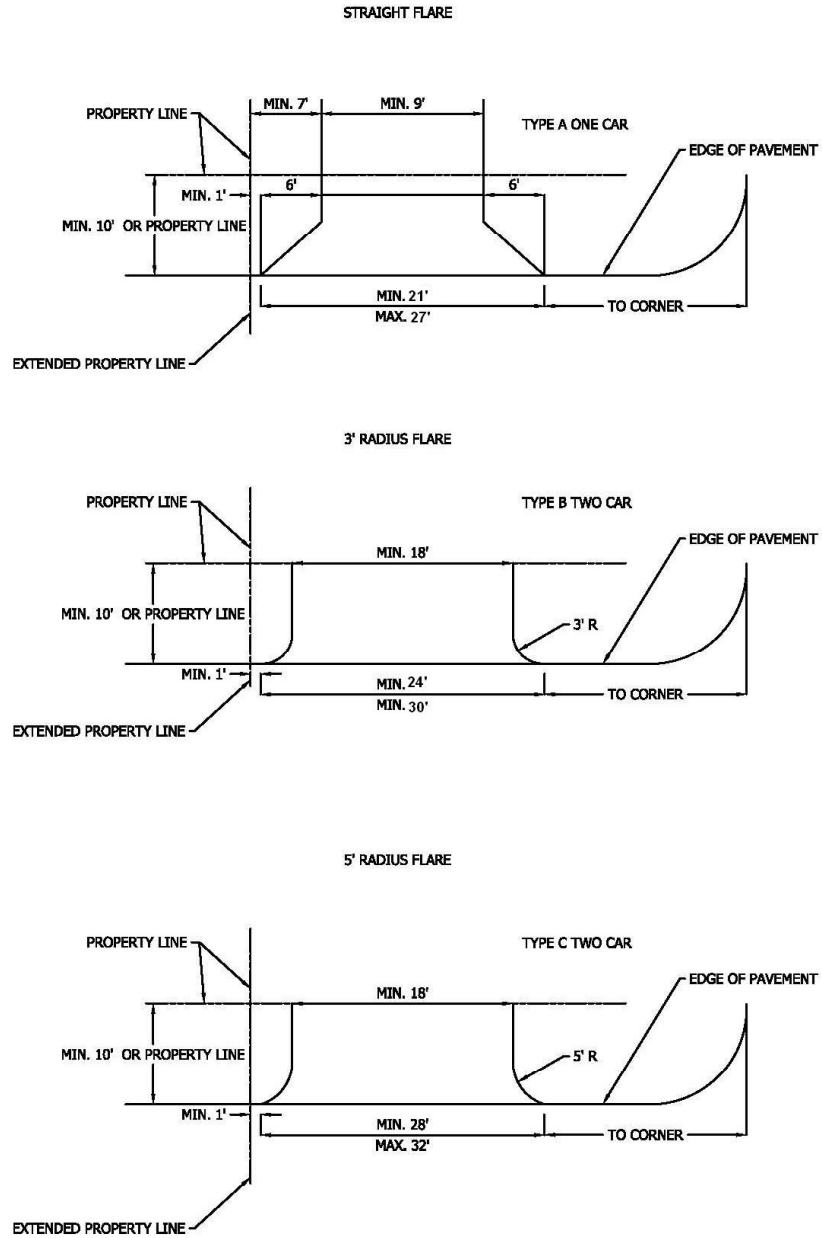
- (1) A driveway permit must be obtained from the Department of Public Works, Transportation Division, and Construction Services Division, prior to the removal or construction alterations of any curb, approach, or gutter on City of Tampa right-of-way. One of the requirements in obtaining a permit is the submission of a scaled site plan showing the location of property lines, streets, alleys, proposed construction, proposed and/or existing off-street parking.
- (2) The Department of Public Works has the authority to prohibit a driveway in a requested location, as long as there is adequate access to the property.
- (3) The permittee shall be required to install and maintain temporary and permanent erosion control measures as deemed necessary by the City.

- (4) The permit is not valid and construction shall not proceed until the Call Sunshine Notification Center is notified (1-800-432-4770) and Sunshine number is obtained not less than forty-eight (48) hours nor more than five (5) working days prior to beginning any construction in the right-of-way. When construction is delayed over five (5) working days call the Notification Center again in accordance with the forty-eight (48) hour minimum notice.
- (5) After application has been made for a permit, an on-site inspection is required prior to the beginning of any construction on any residential driveway. An inspector is available to meet the owner or contractor, if needed. Property lines must be staked along with the proposed driveway location.
- (6) The permittee shall be responsible for the proper placement of flashing barricades during the construction period.

#### IV-E DESIGN STANDARDS

- (1) Driveways accessing roads classified as collectors or arterial shall be designed to Florida DOT - Roadway and Traffic Design Standards, latest edition.
- (2) Refer to Florida DOT - Standard Specifications for Road and Bridge Construction, latest edition, for driveway grades and grade breaks.
- (3) All concrete driveways, flares, and curb returns must be constructed with 6" thick, 3,000 psi concrete.
- (4) All asphalt driveways must be Type I Asphaltic Concrete, 1-3/4" thick with 6" limerock or crushed concrete base course compacted to 98% modified proctor. Asphalt may not be placed over existing sidewalk.
- (5) All existing curb cuts that do not coincide with the proposed driveway location, shall be restored to their original height and backfilled, to the original condition as determined by the City of Tampa, Department of Public Works.
- (6) The following driveway designs for residential, commercial, and industrial driveways that access local streets are accepted by the City of Tampa Transportation Division and shown below in Figures 2-1 thru 2-10.

## STANDARD FOR RESIDENTIAL DRIVEWAYS

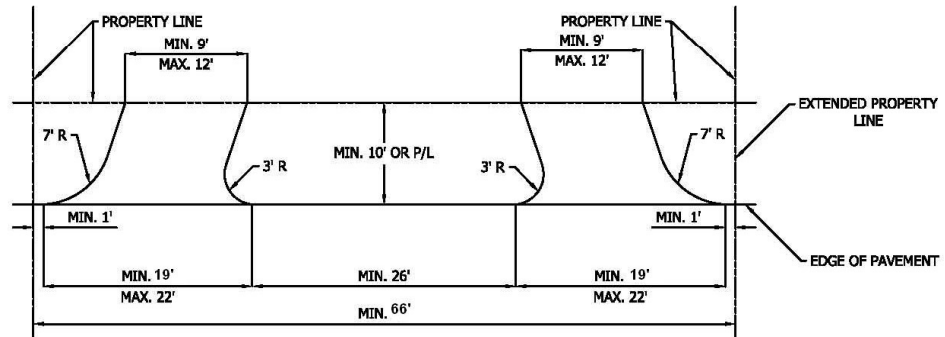


**FIGURE 2-1**

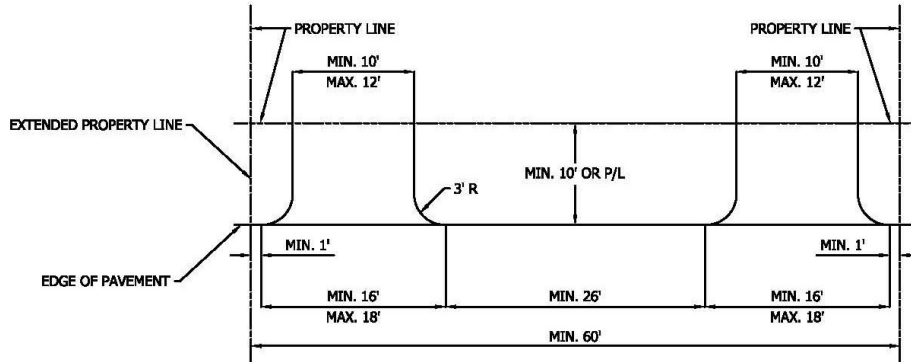
CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

# **STANDARD FOR RESIDENTIAL CIRCULAR DRIVEWAYS ON LOCAL STREETS**

7' RADIUS OUTER  
3' RADIUS INNER



3' FLARE

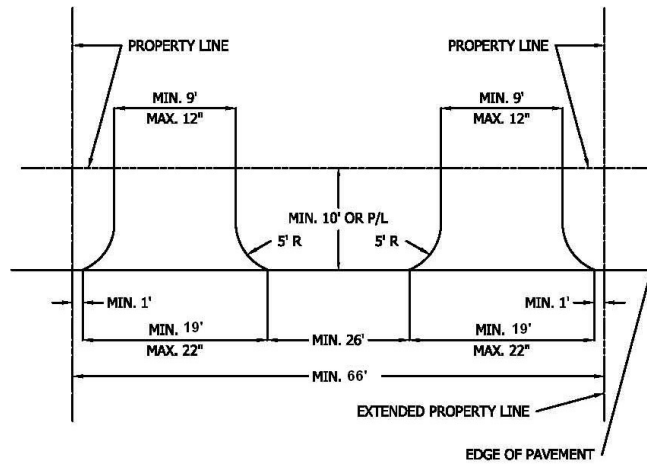


**FIGURE 2-2**

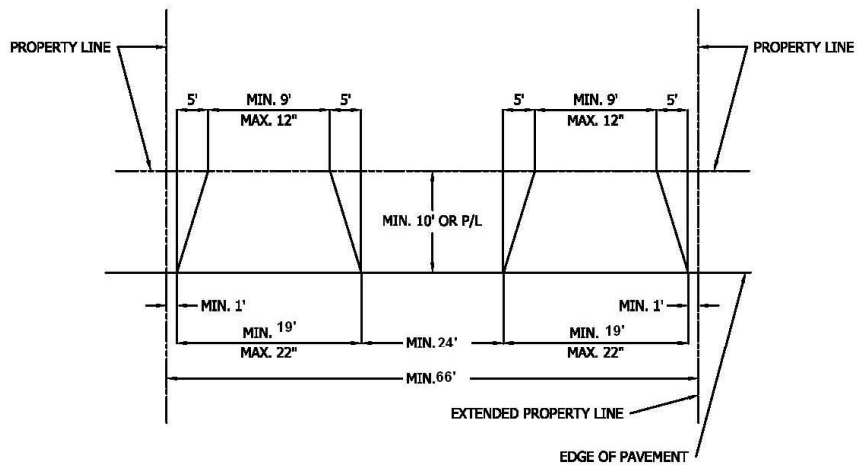
CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

# **STANDARD FOR RESIDENTIAL CIRCULAR DRIVEWAYS ON LOCAL STREETS**

**5' RADIUS FLARE**



**5' STRAIGHT FLARE**

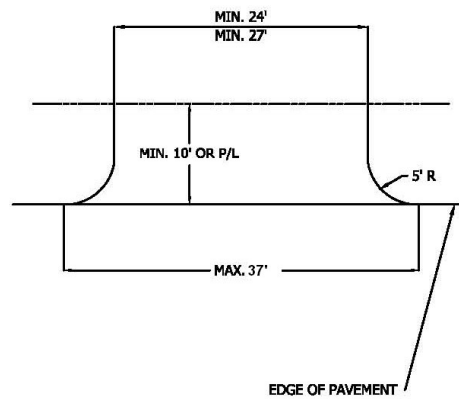


**FIGURE 2-3**

CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

**SPECIAL STANDARD FOR RESIDENTIAL DRIVEWAY  
FOR THREE OR MORE CARS ON LOCAL STREETS**

5' RADIUS FLARE

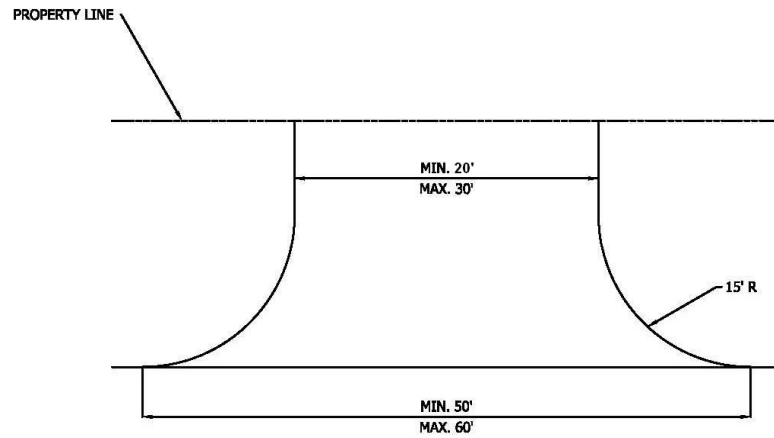


**FIGURE 2-4**

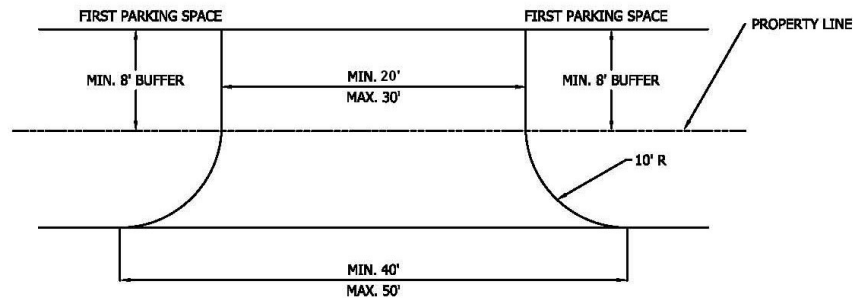
CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.



### STANDARD FOR INDUSTRIAL DRIVEWAY



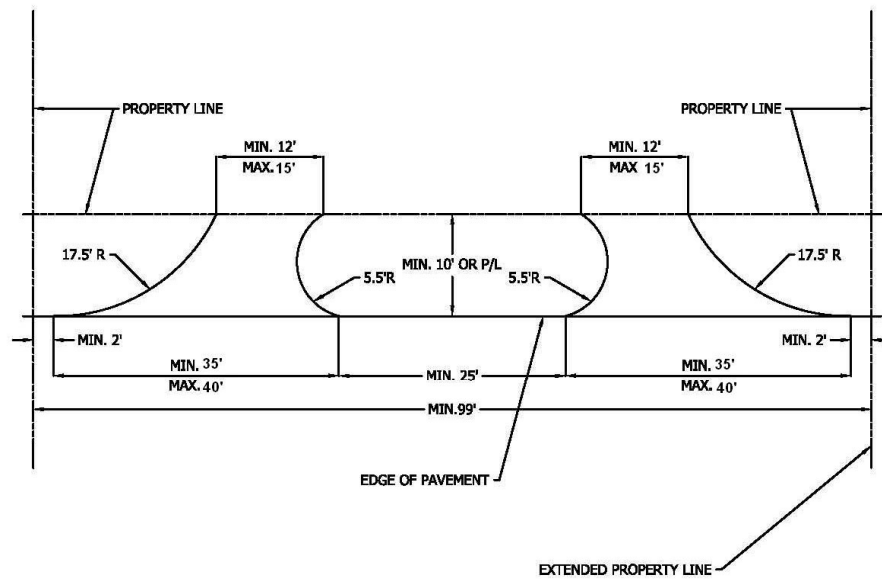
### STANDARD FOR COMMERCIAL DRIVEWAY



**FIGURE 2-5**

CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

**STANDARD FOR ONE WAY DRIVE ON A  
ONE WAY COMMERCIAL STREET**



**FIGURE 2-6**

CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

**STANDARD FOR ONE WAY DRIVE PAIR ON A TWO WAY COMMERCIAL STREET**

PROPERTY LINE

MIN. 12' MAX. 15'

10' R

MIN. 2'

MIN. 30' MAX. 35'

MIN. 25'

MIN. 10' OR P/L

5' R

EDGE OF PAVEMENT

MIN. 89'

EXTENDED PROPERTY LINE

MIN. 30' MAX. 35'

MIN. 2'

10' R

PROPERTY LINE

MIN. 12' MAX. 15'

FIGURE 2-7

CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

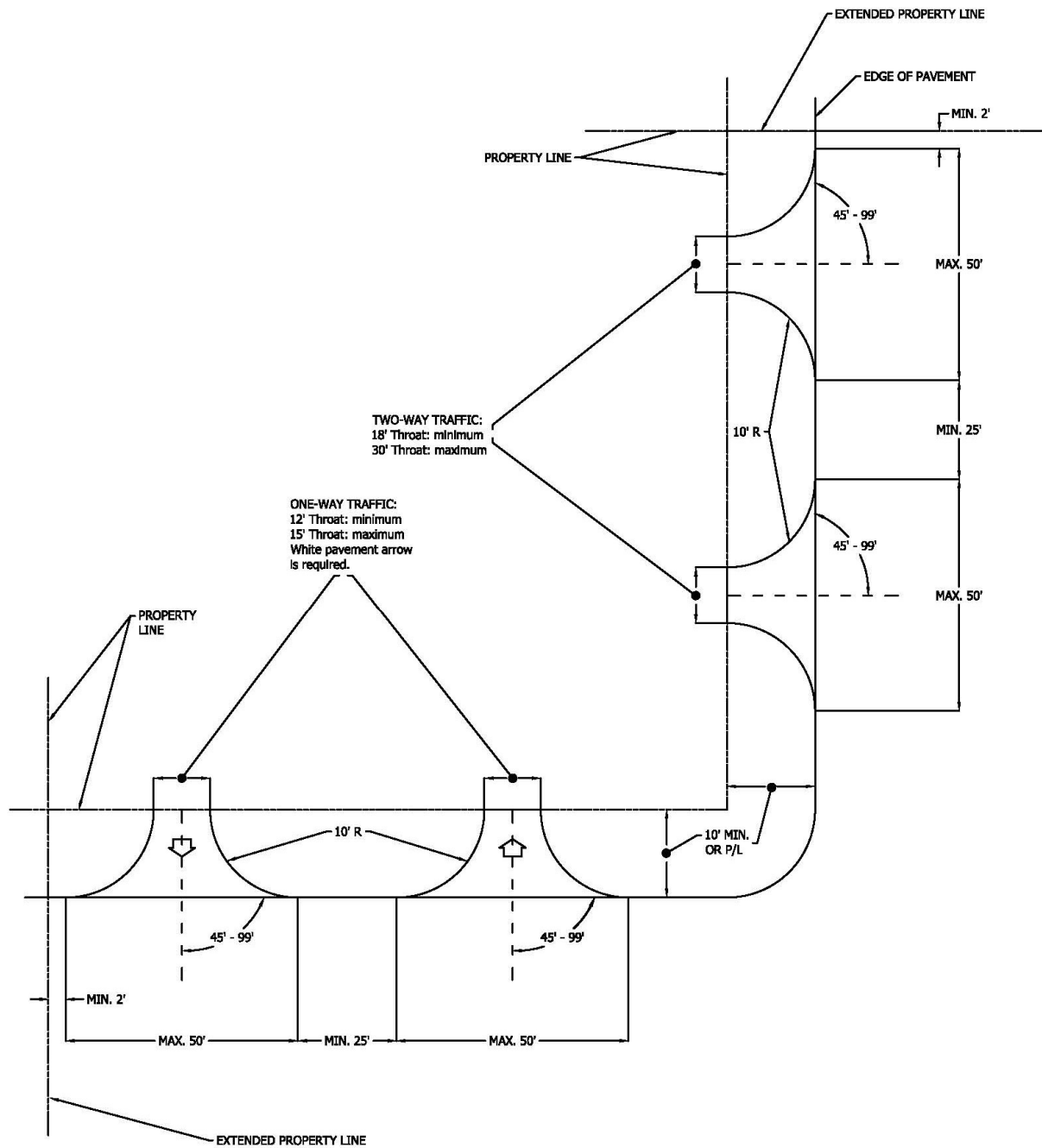
The diagram illustrates the standard for a one-way drive pair on a two-way commercial street. It shows a cross-section of the street with two property lines, one on each side. The drive pair consists of two parallel drives, each with a 10' R (radius) and a 5' R (radius). The dimensions are as follows:

- Property Line:** The line separating the property from the street.
- Edge of Pavement:** The line separating the pavement from the shoulder.
- Extended Property Line:** The line extending the property line across the street.
- Setbacks:**
  - MIN. 12' (Minimum) and MAX. 15' (Maximum) setbacks from the property line to the edge of the drive.
  - MIN. 10' OR P/L (Minimum) setback from the edge of the drive to the edge of the pavement.
- Drive Widths:**
  - MIN. 30' (Minimum) and MAX. 35' (Maximum) drive widths.
  - MIN. 25' (Minimum) drive width between the two drives.
  - MIN. 89' (Minimum) total drive width.
- Other Dimensions:**
  - MIN. 2' (Minimum) setback from the edge of the pavement to the edge of the drive.
  - 10' R (Radius) for the outer curve of the drive.
  - 5' R (Radius) for the inner curve of the drive.

The diagram illustrates the standard for a one-way drive pair on a two-way commercial street. It shows a cross-section of the street with two property lines, one on each side. The drive pair consists of two parallel drives, each with a 10' R (radius) and a 5' R (radius). The dimensions are as follows:

- Property Line:** The line separating the property from the street.
- Edge of Pavement:** The line separating the pavement from the shoulder.
- Extended Property Line:** The line extending the property line across the street.
- Setbacks:**
  - MIN. 12' (Minimum) and MAX. 15' (Maximum) setbacks from the property line to the edge of the drive.
  - MIN. 10' OR P/L (Minimum) setback from the edge of the drive to the edge of the pavement.
- Drive Widths:**
  - MIN. 30' (Minimum) and MAX. 35' (Maximum) drive widths.
  - MIN. 25' (Minimum) drive width between the two drives.
  - MIN. 89' (Minimum) total drive width.
- Other Dimensions:**
  - MIN. 2' (Minimum) setback from the edge of the pavement to the edge of the drive.
  - 10' R (Radius) for the outer curve of the drive.
  - 5' R (Radius) for the inner curve of the drive.

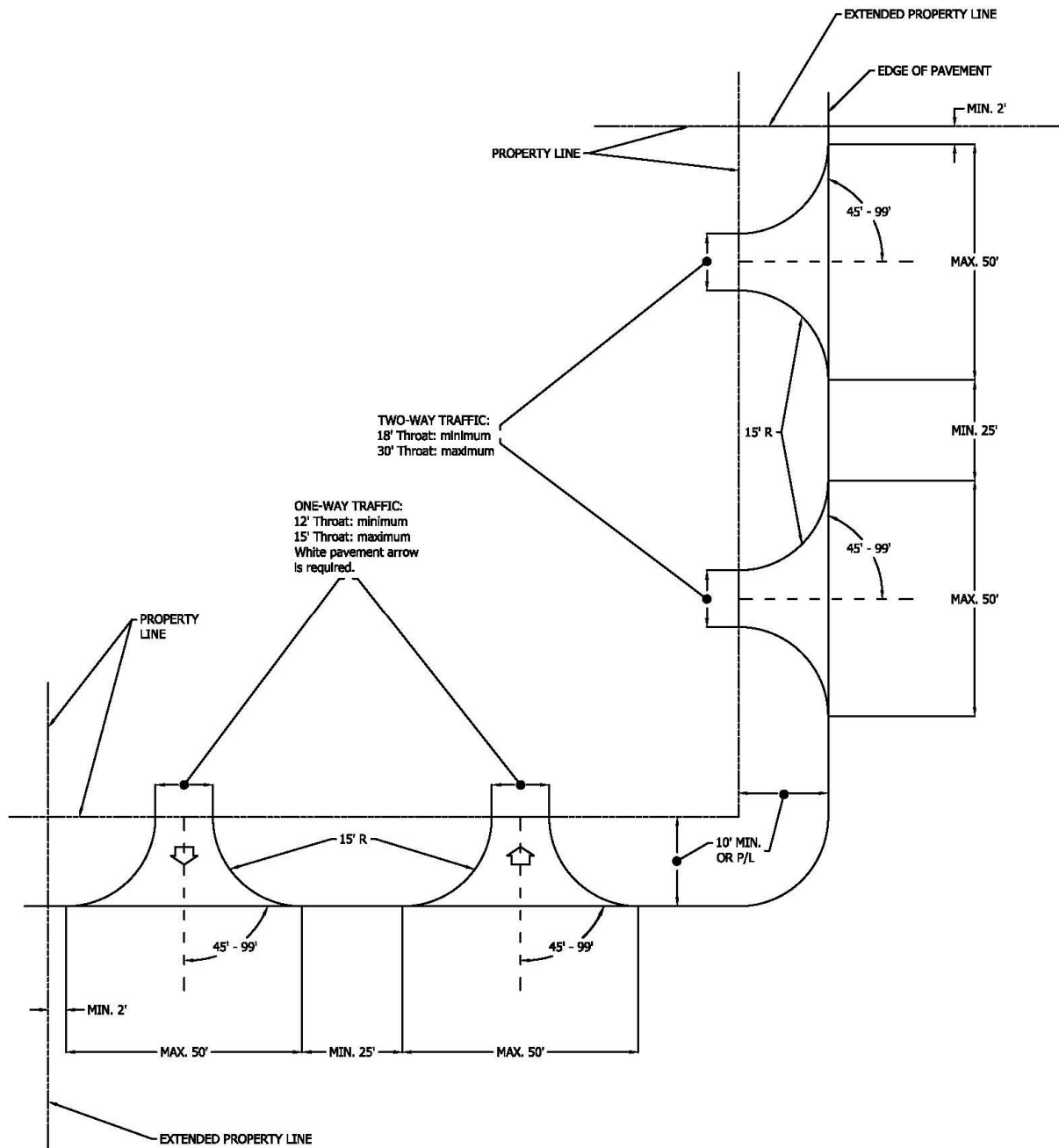
## STANDARD FOR COMMERCIAL DRIVEWAYS



**FIGURE 2-8**

CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

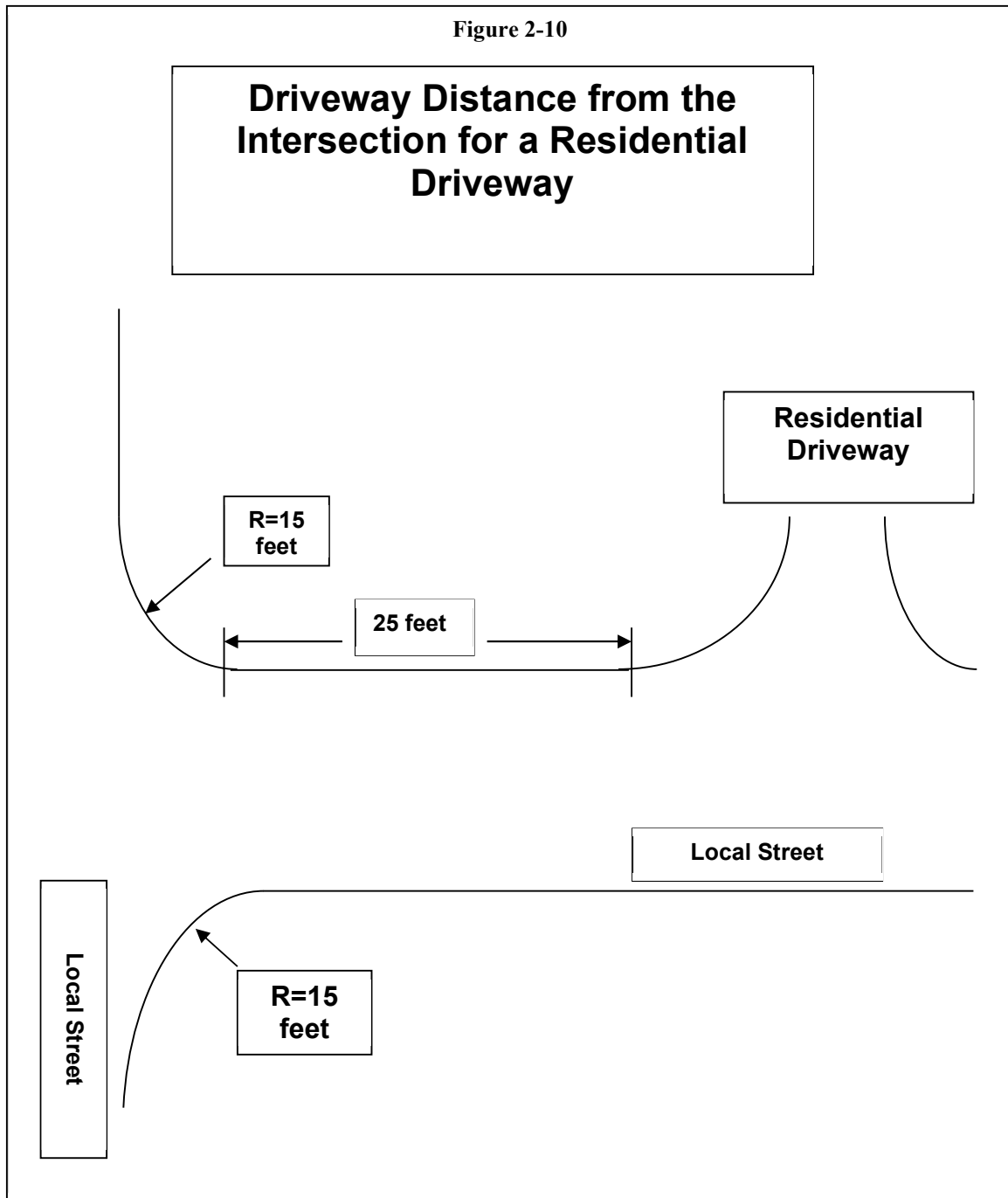
## STANDARD FOR COMMERCIAL DRIVEWAYS



**FIGURE 2-9**

CALL: Sunshine State One Call 1-800-432-4770 48 Hours before digging.

Figure 2-10



## SECTION V. ADDITIONAL PROVISIONS

### V-A SIGHT DISTANCE

Refer to Florida DOT – Manual Uniform Minimum Standards for Design Construction and Maintenance for Streets and Highways, latest edition (Florida Green Book).

### V-B ON STREET PARKING / LOADING ZONES

On Street parking and/or loading may be permitted through Alternative Design Review Process as set for in Chapter 22.

CONCLUSION: 18. COPY OF DOCUMENTS

Each applicant is encouraged to keep a copy of any and all documents filed, mailed or submitted to the City. Copies of any documents filed may be obtained by contacting the official below.

This guide prepared by the:

Department of Public Works  
Transportation Division

Please direct all inquires, questions, or comments to:

City of Tampa  
DPW/Transportation  
Attn: Transportation Manager  
306 East Jackson Street  
Tampa, FL 33602  
813-274-8333  
<http://www.tampagov.net>